

***State of Washington
Department of Transportation
Notice to Consultants
Computer Based Training Development***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications to provide Computer Based Training Development for WSDOT's Ferries division. WSDOT will award one (1) agreement. The agreement will be for three (3) years, starting approximately July 2005, starting with an estimated value of \$125,000. This amount could increase depending on training needs of the organization.

Project Description

The selected consultant will develop multi-media computer-based training modules for selected courses. Courses to be developed will include, but not limited to training required by statutes, policies, and regulations

The Training Administrator will reserve the right to change or add items to this list.

A development team will be assembled for each module. This team will include, at a minimum, the consultant, a subject-matter expert (SME), and a training department representative appointed by WSDOT-WSF Training Administrator. The SME and department representative will develop a draft training curriculum and storyboard for each module. Once the draft is complete, the development team will review and finalize the curriculum and storyboard. Once finalized it will be turned over to the consultant for Computer Based Training (CBT) development. The consultant will develop an interactive module that effectively utilizes video, audio, animation, photography, graphics, and text to enhance student learning and retention. Measurement tools will be imbedded within the training module to ensure that the learner is achieving learning objectives. All products must be Sharable Content Object Reference Model (SCORM) compliant.

The selected consultant will also include the development of e-manuals. These modules are similar to computer-based training modules but their primary purpose is to provide a quick reference resource for procedures and equipment operation. They are intended to supplement, not replace classroom instruction or hands-on training. These modules for the e-manual may or may not include measurements for learning.

Our intent is to engage a consultant to develop CBT modules enabling us to deliver comprehensive training to our administrative, terminal, and vessel personnel. By utilizing CBT modules to deliver selected training events, we are able to focus scheduled training classes on more critical subject areas.

The development cycle for each CBT module will be accomplished in three phases

Phase I: The Training Department will select the subject for the module to be developed. The department representative and the SME will draft the training curriculum for the module.

Phase II: When the draft curriculum is complete, the department representative, the SME, and the consultant will meet to finalize the curriculum and storyboard. The finalized product will be turned over to the consultant for CBT development.

Phase III: Once the consultant has completed 20 percent of the CBT, the development team and the Training Administrator will review the product. The development team will provide feedback to the consultant. The consultant shall make revisions, modifications and changes based on the review of the development team. The consultant will then continue with the CBT development. This review process will occur again when the consultant reaches 80 percent completion.

Consultants may submit a proposal for an alternative development process.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/Past Performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 **and** through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, August 25, 2005:

Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7147.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday, July 25, 2005, and Monday, August 1, 2005.

Submittal Due Date: Thursday, August 25, 2005.